

# State of Nevada Health Division: Public Health and Clinical Services

Version Date: 3/11/2015

## **1990379 Community Health Nursing: Communicable Diseases Notifications**

Reviewed: 01/25/1991

Description: This record series consists of the notification of occurrences communicable diseases as reported by county public health nurses to the State Health Division.

Retention: Retain these records for a period of five (5) calendar years from receipt or production.

Disposition: Destroy Securely

## **2015005 Community Health Nursing: Medical Records (Youth)**

Reviewed: 03/11/2015

Description: These records document medical services provided to youth clients of the Community Health Nursing program. These records may contain but are not limited to: authorizations; laboratory and x-ray reports; immunizations; client medical and social histories; related correspondence; similar documentation.

Retention: Retain until the individual attains the age of 23

Disposition: Destroy Securely

## **1990423 Community Health Nursing: Medical Records (Adult)**

Reviewed: 03/11/2015

Description: These records document medical services provided to adult clients of the Community Health Nursing program. These records may contain but are not limited to: Authorizations; Laboratory and X-Ray reports; Immunizations; Client medical and social histories; Related correspondence; Similar documentation.

Retention: Retain 6 years from the date of last services.

Disposition: Destroy Securely

## **1990426 Community Health Nursing: Protocols and Clinical Guides**

Reviewed: 01/25/1991

Description: This record series consists of the protocols and clinical guides for Community Health Nurses. The protocols are written by the Division for the guidance of nurses in the performance of their official duties.

Retention: Retain these records for a period of six (6) calendar years after protocol was superseded.

Disposition: Permanent: Transfer to State Archives

## **1990522 Early Intervention Services: Individual Service Plan Files**

Reviewed: 06/07/2010

Description: This record series consists of Individual Service Plan Program client records. These records file may include, but are not limited to: Application with associated documentation; Financial reports; Individual program plan including copies of medical records; Related correspondence.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

## **2006025 Early Intervention Services: Maternal and Child Health Program Files**

Reviewed: 06/07/2010

Description: This records series documents the Early Intervention services through the Maternal and Child Health Program (See NRS 442.130). The files may contain, but are not limited to: Patient assessment records; Parental participation permission records; Related correspondence.

Retention: Retain for a period of six (6) calendar years from the date a client is no longer involved in the program.

Disposition: Destroy Securely

## **2008035 ISDS Residential Files: Not Approved**

Reviewed: 10/08/2008

## State of Nevada Health Division: Public Health and Clinical Services

Version Date: 3/11/2015

Description: These records document reviews of plans for the construction or remodeling (improvement) of individual residency sewage disposal systems that were not approved (See NRS 444.650 and NAC 444.750 to 444.8396). The record may contain, but is not limited to: Application; Plans and specifications; Test reports; Project reviews (including denial); Related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the end of the calendar year in which they were denied.

Disposition: Destroy Securely

### **2008036 ISDS Residential Files: Withdrawn or Incomplete**

Reviewed: 10/08/2008

Description: These records document reviews of plans for the construction or remodeling (improvement) of individual residency sewage disposal systems that were withdrawn or incomplete (See NRS 444.650 and NAC 444.750 to 444.8396). The record may contain but is not limited to: Application; Plans and specifications; Test reports; Project reviews; Related correspondence.

Retention: Retain these records for a period of one (1) calendar year from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

### **2010012 Program Client Files**

Reviewed: 04/14/2010

Description: These are records of clients referred to outside providers for service (See NRS 442.130 to 442.170 and NAC Chapter 442). The records may contain, but are not limited to: Application material; Financial eligibility documentation; Referrals for services; Copies of healthcare records received from outside sources (such as: physicians, hospitals, clinics, labs, etc.); Service authorizations; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date of receipt or production of the record.

Disposition: Destroy Securely

### **2015006 Program Medical Files (Youth)**

Reviewed: 03/11/2015

Description: These files include the health care records of youth clients of the Maternal and Child Health programs (MCH) who receive health care services provided directly by licensed individuals of MCH (see NRS 442.130 to 442.170 and NAC Chapter 442, and NRS 629.031). The records may contain, but are not limited to: application material; financial eligibility documentation, healthcare records, including consultations, examinations, order, reports, notes evaluations and similar records, authorizations for services, related correspondence.

Retention: Retain until the individual attains the age of 23.

Disposition: Destroy Securely

### **2006005 Program Medical Files (Adult)**

Reviewed: 04/14/2010

Description: These files include the health care records of adult clients of the Maternal and Child Health programs (MCH) who receive health care services provided directly by licensed individuals of MCH (See NRS 442.130 to 442.170 and NAC Chapter 442, and NRS 629.031). The records may contain, but are not limited to: Application material; Financial eligibility documentation; Healthcare records, including consultations, examinations, orders, reports, notes, evaluations and similar records; Authorizations for services; Related correspondence.

Retention: Retain 6 years from the date of last services.

Disposition: Destroy Securely

# State of Nevada Health Division: Public Health and Clinical Services

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## **1990445 Sanitation Investigation Files**

Reviewed: 10/08/2008

Description: This records series consists of the investigative reports on sanitation in medical facilities, public institutions, child care facilities, senior citizen centers, public accommodations, schools, private water systems, sewer

systems, frozen desert plants, milk haulers, RV parks, etc. The files may contain, but are not limited to: Investigation records including supportive material; Documentation of findings; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from date of report.

Disposition: Destroy

## **2003094 Sewage and Water System Plan Reviews: RV Parks**

Reviewed: 10/08/2008

Description: This records series is used to review plans for the construction or remodeling (improvement) of RV Parks that are within their jurisdiction (some county health departments have this responsibility). The files may include, but are not limited to: Plans, equipment specifications, etc.; Copies of permits; Copy of any EPA complaints; Letter of approval or denial; Related correspondence.

Retention: Retain these records for three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.

Disposition: Destroy Securely

## **1990421 Statistics/ASTHO Report**

Reviewed: 01/25/1991

Description: This record series documents the program activities of Maternal and Child Health in an annual statistical report. The report contains statistics on numbers of clients, types of services provided and various demographic information.

Retention: Retain these records for a period of five (5) calendar years from date of report.

Disposition: Permanent: Transfer to State Archives

## **2006023 WIC Client Case Files**

Reviewed: 03/08/2006

Description: This records series contains the individual case files of clients of the Women, Infants & Children (WIC) nutrition program. The files may contain, but are not limited to: Application material; Social information; Eligibility documentation; Medical histories; Documentation of verbal communications; Fiscal material; Related correspondence.

Retention: Retain these records for a period of six (6) calendar years from date of final action.

Disposition: Destroy Securely

## **2006024 WIC Participant data base**

Reviewed: 03/08/2006

Description: This record series consists of data on participants of the Women, Infants, and Children's (WIC) Nutrition Program. Data includes, but is not limited to: Name, address, social security number (SSN), etc.; Ethnic-racial and other social data; Financial data.

Retention: Retain data for a period of six (6) calendar years from the date the participant discontinued benefits.

Disposition: Destroy Securely

## **2006022 WIC Reports**

Reviewed: 03/08/2006

Description: This record series consists of monthly, quarterly and annual reports on Women, Infant and Children WIC) nutrition program functions. The files include: (a) financial and program status, participation reports, vendor activity, WIC budget, WIC Administrative Expenditure Report, Financial Status Report and (b) WIC State Plan, racial-ethnic participation report and related correspondence.

Retention: Retain annual reports for a period of six (6) calendar years from date of report. Retain quarterly and monthly reports until superseded by an annual report.

Disposition: Permanent: Transfer to State Archives